

INVITATION TO BID
(PLEASE USE THE ENCLOSED BID SHEETS)

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Custer County, Oklahoma will receive sealed bids either ***by mail or ground delivery*** up to 4:00 o'clock p.m. on Friday, the 27th day of January, 2023, or ***in person*** up to 9:00 o'clock a.m., the 30th day of January, 2023. Sealed Bids shall be opened in a regular meeting of the Board of County Commissioners on the **30th day of January, 2023 at the hour of 9:15 o'clock a.m.**, in their office in the Courthouse in Arapaho, Oklahoma, for the following:

**Minimum Specifications For
One or More,
Used Pickup(s)
Custer County, Oklahoma**

Specifications and information are on the file in the Custer County Clerk's Office in Arapaho, Oklahoma and may also be found on Custer County's website: <http://www.custer.okcounties.org>.

All bids must be in a sealed envelope, clearly marked BID, with the BID OPENING DATE.

All bids must be mailed or delivered to:

(Mailing)

CUSTER COUNTY CLERK'S OFFICE
P.O. BOX 300
ARAPAHO, OKLAHOMA 73620-0300

(Physical)

CUSTER COUNTY CLERK'S OFFICE
675 WEST "B" STREET
ARAPAHO, OKLAHOMA 73620-0300

Please follow all instructions for submitting bid proposals completely.

/S/ MELISSA GRAHAM, CUSTER COUNTY CLERK
(SEAL)

INSTRUCTIONS FOR SUBMITTING BID PROPOSALS

1. This entire packet (Invitation to Bid, Instructions, Minimum Specifications, Affidavit for Filing with Competitive Bid, and W-9) shall be known as the “Invitation to Bid” form. Fill out the “Invitation to Bid” form *completely*.
2. Identify the outside of the sealed envelope as follows:
SEALED BID – Used Pickup(s)
CLOSING (Bid Date) January 30, 2023
BID (Opening Time) 9:15 a.m.
3. Place your company name and return address on the outside of the envelope.
4. File the bid proposal with the Custer County Clerk, either **by mail or ground delivery** up to **4:00 o’clock p.m. on Friday, the 27th day of January, 2023**, or in person up to **9:00 o’clock a.m., the 30th day of January, 2023**, in their office in the Courthouse in Arapaho, Oklahoma. Sealed bids shall be opened in a regular meeting of the Board of County Commissioners on the **30th day of January, 2023 at the hour of 9:15 o’clock a.m.**, in the office in the Courthouse in Arapaho, Oklahoma, Room 104, at 675 West “B” Street, Arapaho, Oklahoma.
5. All forms must be filled out completely. Any incomplete forms could result in rejection if the Board of County Commissioners considers such action to be in the best interest of Custer County.
6. The address of the Custer County Clerk is as follows:

<i>(Mailing)</i> CUSTER COUNTY CLERK’S OFFICE P.O. BOX 300 ARAPAHO, OKLAHOMA 73620-0300	<i>(Physical)</i> CUSTER COUNTY CLERK’S OFFICE 675 WEST “B” STREET ARAPAHO, OKLAHOMA 73620
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7. All bid information shall be typewritten, or legibly written in ink. All corrections shall be initialed by the person signing the form(s).
8. On all bids requiring services or contract labor, proof of liability insurance may be required. Read the bid specifications carefully.
9. FOR PROMPT PAYMENT OF ALL INVOICES, PLEASE NOTE:
* Payment for all expenses for Custer County is made twice a month. Approval of said claims is made on the second and fourth Monday of each month. For your claim to be considered for payment, the product(s) or service(s) must be delivered, and the appropriate paperwork on file with the County Clerk’s office no later than five working days prior to the second and fourth Monday of the month.
* If the proper invoices and supporting documentation are not received by the cut-off date, payment will be rendered during the following payment issue period.
* Please contact Melissa Graham, Custer County Clerk, for a schedule for invoice submission in order to expedite payment processing.
10. If you have any questions regarding the bid specifications, or the bid deadlines, etc., please contact Melissa Graham, Custer County Clerk or Debbie Bright, Purchasing Agent at (580) 323-4420.

NOTE: ALL BID PROPOSALS WHICH DO NOT CONTAIN THE “INVITATION TO BID” AND THE SIGNED/NOTARIZED “AFFIDAVIT FOR FILING WITH COMPETITIVE BID”, WILL BE INVALID AND REJECTED.

Please complete the following and return this page with your Bid.

CHECKLIST OF ITEMS REQUIRED FOR BID RETURN

1. ____ AFFIDAVIT FOR FILING WITH COMPETITIVE BID
2. ____ AFFIDAVIT FOR CONTRACTS AND PAYMENTS
3. ____ W-9 FOR YOUR BUSINESS
4. ____ YOUR BID

THESE ITEMS MUST BE INCLUDED FOR BID TO BE CONSIDERED.

PLEASE COMPLETE THE FOLLOWING:

VENDOR: _____

SIGNATURE: _____

TITLE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

**MINIMUM SPECIFICATIONS
ONE OR MORE,
USED, 1/2 TON CREW CAB PICKUP(S)
OPTION 1**

FILL IN ALL SPACES SHOWING SPECIFIC INFORMATION. FAILURE TO COMPLY COULD RESULT IN BID REJECTION. ALL VEHICLES BID MUST MEET OR EXCEED MINIMUM REQUIREMENTS LISTED.

VENDOR'S PROPOSED: MAKE _____ **MODEL** _____

1. Year: 2019 or newer: Indicate _____
2. Indicate Model: _____
3. Mileage – Less Than 50,000: Indicate _____
4. Crew Cab Only.
5. Indicate Bed Length: _____
6. Standard Wheelbase for Crew Cab.
7. Four Wheel Drive.
8. Transmission: Automatic.
9. Rear Bumper With Receiver Hitch.
10. Tires: Minimum of 50% Rubber Left Per Tire.
11. Motor: Minimum 370HP or Greater -V-6 or V-8 – Indicate: _____
12. Paint must be in good condition:
Preference - White/Silver/Gray/Blue.
13. Hands-Free Bluetooth Connection; Keyless Entry;
Power Windows; Power Locks; Heat and Air.

TOTAL PRICE (Per Vehicle) \$ _____

PLEASE PROVIDE ANTICIPATED DELIVERY DATE:

THE BOARD OF COUNTY COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

**MINIMUM SPECIFICATIONS
ONE OR MORE,
USED, 1/2 TON SINGLE CAB PICKUP(S)
OPTION 2**

FILL IN ALL SPACES SHOWING SPECIFIC INFORMATION. FAILURE TO COMPLY COULD RESULT IN BID REJECTION. ALL VEHICLES BID MUST MEET OR EXCEED MINIMUM REQUIREMENTS LISTED.

VENDOR'S PROPOSED: MAKE _____ **MODEL** _____

1. Year: 2019 or newer: Indicate _____
2. Indicate Model: _____
3. Mileage – Less Than 50,000: Indicate _____
4. Single Cab Only.
5. Indicate Bed Length: _____
6. Standard Wheelbase for Single Cab.
7. Four Wheel Drive.
8. Transmission: Automatic.
9. Rear Bumper With Receiver Hitch.
10. Tires: Minimum of 50% Rubber Left Per Tire.
11. Motor: Minimum 370HP or Greater -V-6 or V-8 – Indicate: _____
12. Paint must be in good condition:
Preference - White/Silver/Gray/Blue.
13. Hands-Free Bluetooth Connection; Keyless Entry;
Power Windows; Power Locks; Heat and Air.

TOTAL PRICE (Per Vehicle) \$ _____

PLEASE PROVIDE ANTICIPATED DELIVERY DATE:

THE BOARD OF COUNTY COMMISSIONERS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

S.A. & I. 425 (2000)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me this _____, 20__.

Notary Public (Clerk or Judge)

My Commission Expires: _____
(SEAL)

Note: Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 61 Okla.St.Ann.§138

AFFIDAVIT FOR CONTRACTS AND PAYMENTS

STATE OF OKLAHOMA)
)
 S
 S
 COUNTY OF)

THE UNDERSIGNED (ARCHITECT, CONTRACTOR, SUPPLIER OR ENGINEER), OF LAWFUL AGE, BEING FIRST DULY SWORN, ON OATH SAYS THAT THIS INVOICE OR CLAIM IS TRUE AND CORRECT. AFFIANT FURTHER STATES THAT THE (WORK, SERVICES OR MATERIALS) WILL BE (COMPLETED OR SUPPLIED) IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE AFFIANT. AFFIANT FURTHER STATES THAT (S)HE HAS MADE NO PAYMENT DIRECTLY OR INDIRECTLY TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THE STATE OF OKLAHOMA, ANY COUNTY OR LOCAL SUBDIVISION OF THE STATE, OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT OF THE INVOICE OR PROCURE THE CONTRACT OR PURCHASEORDER.

 (CONTRACTOR, ARCHITECT, SUPPLIER, OR ENGINEER)

By _____

ATTESTED TO BEFORE ME THIS _____ DAY OF _____,
 20 _____

 NOTARY PUBLIC (OR CLERK OR JUDGE)

NOTE: 62 O.S. § 310.9 (B), authorizes counties executing a contract with any architect, contractor, supplier or engineer for construction work, services or materials which are needed on a continual basis from such architect, contractor, supplier or engineer under the terms of such contract, or executing more than one contract during the fiscal year with such architect, contractor, supplier or engineer, may require that the architect, contractor, supplier or engineer complete a signed affidavit as provided for in subsection A of this section which shall apply to all work, services or materials completed or supplied under the terms of the contract or contracts.

**Request for Taxpayer
Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	CUSTER COUNTY PO BOX 300 ARAPAHO, OK 73620
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
	-
	-
or	
Employer identification number	
	-
	-

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding, later*.